

**ASSISTANT FIRE CHIEF
STUDY GUIDE**

A written examination for the class of **ASSISTANT FIRE CHIEF** to be administered in **ABBEVILLE** on **MAY 21, 2009**, will consist of approximately **140** multiple-choice questions. The examination will test your knowledge in the following subject areas:

SUBJECT AREA/KNOWLEDGE	APPROXIMATE % OF EXAM
FIRE ADMINISTRATION Knowledge of the principles of effective fire administration, involving management theory and organizational behavior; researching, planning, organizing, directing, inspecting, and evaluating departmental operations; personnel management; and management of budgetary expenditures.	18.6%
MANAGING EQUIPMENT/PROPERTY/SUPPLIES Knowledge of the management, maintenance, and purchasing of equipment, property and supplies, including verifying that equipment is tested and meets applicable standards.	7.9%
RECORDS/REPORTS/CORRESPONDENCE Knowledge of effective records-management practices, including preparation, content, format, and control; and knowledge of effective report preparation procedures, including the compilation and organization of data into an effective written format for reports or official correspondence.	7.9%
PUBLIC RELATIONS Knowledge of effective public relations practices which foster a positive public image of the department through contact with the media, other agencies, and the public.	7.9%
SUPERVISION Knowledge of the practices and techniques used in effective supervision in order to plan, organize, direct, and evaluate the work of subordinates; to resolve conflicts; and to maintain discipline.	17.1%

SUBJECT AREA/KNOWLEDGE	APPROXIMATE % OF EXAM
TRAINING Knowledge of the procedures for evaluating the training needs of the department and for developing and implementing an effective training program, including serving as an instructor.	5.7%
FIREGROUND COMMAND Knowledge of fireground command procedures sufficient to direct emergency scene operations, to supervise and train subordinate employees at the scene of an emergency in the following areas; performing size-up; directing rescue, forcible entry, ventilation, nozzle and hose handling, protection of exposures, fire extinguishment, pump operations, use of sprinkler and standpipe systems, use of water supplies, salvage, overhaul, first aid, CPR, and emergency medical services; overseeing safety procedures; handling hazardous materials; and maintaining fireground communications.	24.3%
FIRE PREVENTION AND INVESTIGATION Knowledge of life safety codes sufficient to enforce codes; and of fire prevention and investigation procedures sufficient to train subordinates and perform the duties related to pre-fire planning, fire inspections, and fire investigations, including fire cause determination, evidence collection, and court testimony.	10.7%

REFERENCE LIST

While the entire list of reference material will be useful to you in your preparation for the upcoming examination, the **majority** of test questions are sourced from those references listed under the Primary List.

PRIMARY REFERENCE MATERIAL

INTERNATIONAL FIRE SERVICE TRAINING ASSOCIATION (IFSTA)/ FIRE PROTECTION PUBLICATIONS (Training Manuals):

- Essentials of Firefighting, 4th ed., 1998.
- Fire and Emergency Services Instructor, 7th ed., 2006.
- Fireground Support Operations, 1st ed., 2002.
- Fire and Emergency Services Company Officer, 4th ed., 2007.
- Chief Officer, 2nd ed., 2004.

Introduction to Fire Origin and Cause, 3rd ed., 2005.
Fire Inspection and Code Enforcement, 6th ed., 1998.

NATIONAL FIRE PROTECTION ASSOCIATION (NFPA) PUBLICATIONS AND STANDARDS:

MANAGEMENT IN THE FIRE SERVICE, Carter, Harry R., and Rausch, Erwin, NFPA, Quincy Mass., 4th ed., 2008.

FIRE PROTECTION HANDBOOK, NFPA, 19th ed., 2003.

NATIONAL FIRE CODES/STANDARDS (NFC):

NFPA #1500 - Fire Department Occupational Safety and Health Program, NFPA, 1997 edition.

OTHER RECOMMENDED PUBLICATIONS:

EFFECTIVE SUPERVISORY PRACTICES, International City Management Association (ICMA), 1120 G Street, N.W., Washington, D.C. 20005, 4th ed., 2005.

NOTE: Obtain through LSU Firemen Training Program or IFSTA Fire Protection Publications.

KIRK'S FIRE INVESTIGATION, Brady, A Prentice-Hall Division, Englewood Cliffs, New Jersey, 07632, 5th ed., 2002.

EFFECTIVE PUBLIC RELATIONS, Cutlip, Scott M./Center, Allen M./Broom, Glen M., Prentice-Hall, Inc., A Simon & Schuster Company, Upper Saddle River, NJ 07458, 8th ed., 2000.

MANAGING FIRE AND RESCUE SERVICES, International City Management Association (ICMA), 1140 Connecticut Ave., N.W., Washington, D.C. 20036, 1st ed., 2002.

NOTE: Available through LSU Firemen Training Program or IFSTA Fire Protection Publications.

BUSINESS COMMUNICATION, Ruch, William V. and Crawford, Maurice L., Macmillan Publishing Co., 866 Third Avenue, New York, New York 10022, 1991.

ADVANCED SUPERVISORY PRACTICES, International City/County Management Association, 777 N. Capitol Street N.E., Suite 500, Washington, D.C. 20002-4201, 1992.

The local civil service board should make this study guide available to all applicants in whatever manner the board deems appropriate.

While there are no provisions requiring this office to provide study guides for any competitive or promotional examinations, such material will be provided as a service to assist applicants in preparing for an examination. The State Examiner's office has no control whatsoever over the local availability of reference material (mentioned in the study guides), nor do we feel constrained to limit examination questions to only that material which is available locally. Examination content, weighting of subject areas, and length

of examination, may vary with each administration of an examination to reflect any updated job analysis information. Percentages and numerical estimations are provided as approximations.